



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

The Parish Office
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NOTICE OF MEETING

You are invited to attend the **ANNUAL MEETING** of Holybrook Parish Council to be held on **Monday 13th May 2024** in the Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, commencing at 7.30pm. The meeting is open to the public.

AGENDA

1. Election of chairman for the council year 2024/25;
2. Appointment of vice-chairman for the council year 2024/25;
3. Delivery of the Declaration of Acceptance of Office;
4. Apologies for absence;
5. To approve and sign as correct record the minutes of the annual meeting of the council on Monday 15th May 2023 and the full council meeting on Monday 22nd April 2024
6. Co-option of prospective new councillor
7. Review and delegation arrangements to committees, sub-committees and employees;
8. Review and update of Standing Orders and Financial Regulations;
9. Representation to external bodies;
10. Review and update of existing council policies;
11. Training requirements;
12. Schedule of Meetings for the council year 2024/25

Yours sincerely

Pam Kirkpatrick
Clerk to the Council

7th May 2024